



Senator George Allen Internship Application

SECTION I:

Date:

Name:

Mailing Address:

Telephone:

What dates should mailings be sent to your mailing address?

From: _____ To: _____

PART A: Internship opportunities are available in the following offices. Please indicate your first and second choice of location.

Washington, D.C.	_____ (if this is your choice, please continue to PART B of this section)
Richmond	_____
Abington	_____
Northern Virginia	_____
Roanoke	_____
Virginia Beach	_____

PART B: In the Washington, D.C. office, there are four departments. There will be one or two Interns assigned to each department during each season. Below you can read about the responsibilities and duties that Interns would have if assigned to that department. Please carefully read each description and then following these descriptions rate the departments, 1 through 4, based on your preference. If accepted as an Intern you will work for *one* of the four departments. We will attempt to give Interns their first or second choice. Regardless of which department an intern is assigned, they will attend Congressional hearings, floor debates, and committee proceedings.

Administrative:

The Administrative Interns will work in the Senator's front office; where their duties will include answering phones, greeting constituents, processing constituent requests, and giving Capitol tours. In addition, Interns will assist with the office's budget, office supply inventory, deal with information technology, and other daily jobs to assure that the office works effectively and efficiently. The Administrative Interns will be given a broad brush of how a United States Senate office works, from constituent services to clerical duties.

Communications:

The Communications Department is divided in two different sections: press and correspondence. Interns will assist both sections of the department on a daily basis. Duties will include, but are not limited to: assisting with Senator's daily and supplemental press clips, processing incoming correspondence, maintaining correspondence archives, and working on personal correspondence from the Senator. Working with the Communications Department, will allow for insight into the key role that both the press and correspondence offices play in assisting the Senator.

Legislative:

The main focus for an Intern within the Legislative department will be assisting in the maintenance of the Senator's legislative databases. This will include data-entry of: informational memos, accomplishments, and vote justifications. Also Interns will research and develop decision and sponsorship memos for Legislative Assistants and the Legislative Director. Legislative Interns will learn research and writing skills, necessary to interpret the complicated but necessary legislative process.

Scheduling and Advance:

The Scheduling and Advance Intern assists this department with a variety of projects and tasks, contributing to the effective completion of goals related to the Senator's schedule. The Intern will perform duties including, but not limited to, filing, shredding, copying, organizing incoming requests, and processing and distributing scheduling correspondence. He or she will attend the daily department meeting and may assist with staffing Senator Allen at certain events. The Intern works on specific tasks with members of the department to gain a comprehensive understanding of the goals, responsibilities, and procedures of the Scheduling Department.

Please rate 1 through 4 based on your preference:

Administrative	_____
Communications	_____
Legislative	_____
Scheduling and Advance	_____

SECTION II:

What school do you attend? _____

Will you be earning College Credit for your Internship? _____

Students seeking college credit, please complete the following questions:

Address of college:

What is your area of study?

When do you expect to graduate?

Program Name (if applicable):

Advisor or Program Leader's Name:

Title:

Address:

Email Address:

Telephone:

SECTION III:

What dates are you available in serving on the Senator's staff?

Spring: (typically from January through May)

From: _____ To: _____

Fall: (typically from September through mid-December)

From: _____ To: _____

Full Summer Session (typically from June through August)

From: _____ To: _____

Summer Session 1: (typically from June to mid-July)

From: _____ To: _____

Summer Session 2: (typically from mid-July through August)

From: _____ To: _____

Other:

SECTION IV:

On a separate sheet of paper, please complete the following question in essay form. (No more than 350 words)

Why do you want to intern in the office of Senator George Allen?

Please include the following information in support of your application:

- 1) A current resume
- 2) Two letters of reference from non-relatives
- 3) Students only: Please submit a current transcript (An unofficial transcript is acceptable)

Please fax this application, along with all the attachments to*:

The Honorable George Allen
Attention: Intern Coordinator
202-228-3561

If you have any questions regarding the application, or the Internship program, please feel free to contact the Intern Coordinator at (202) 224-4024.

*Due to the difficulties that the United States Senate is having with mail it is important to fax this information so that our office can receive it in a timely manner.